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Regularly Scheduled Series (RSS): Planning and Reporting Form for Quality Improvement (QI) Session(s)			
RSS Title:		RSS CME #:	Session Date:
Step 1: Using Quality Data		Add your responses to this column.	
<p>A. What quality data exist in your department/division (Documentation required)?</p> <p>B. Which are “high priority” (cost, quality, system-need, patient demand)?</p> <p>C. Focus on those with evidence-base.</p> <p>D. Focus on those that have an educational component.</p> <p>E. Convert learning objectives (Performance expectations, documentation required).</p>		<p>Describe how the session and learning objectives were developed based on data, priorities, and evidence (attach documentation to support this development).</p>	
Step 2: Developing Educational Initiatives		Add your responses to this column.	
<p>A. Select one or more RSS activities to test.</p> <p>B. Include/invite all essential members of the healthcare team.</p> <p>C. Use EFFECTIVE educational tools: 1. Interactivity (see section 3)</p> <p>D. Enablers (protocols, checklists, other handouts)</p> <p>E. Repeated RSS: Check how many sessions were conducted in this QI topic: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Or more</p> <p>F. Other types of sessions, methods (Conduct a 90-day cycle, if appropriate).</p>		<p>Provide a summary of the educational initiative.</p>	
Step 3: Evaluation of Your Activities		Add your responses to this column.	
<p>A. Attendance</p> <p>B. Participation, satisfaction, and engagement</p> <p>C. Departmental/Division approval, buy-in</p> <p>D. Quality Metrics Changes (Documentation required)</p> <p>E. Organizational Changes (Documentation required)</p>		<p>Provide examples of the improvements that resulted from the discussions at this accredited session.</p>	